

Account Clerk 3

Franklin County Children Services is seeking a highly motivated individual for an Account Clerk position. The employee analyzes expenditures and/or receipts, prepares reports for incorporation into Agency financial statements, maintains general books of account (manually and/or automated), and may act as a lead worker. The Account Clerk analyzes accounts, expenditures and revenues for the purpose of processing invoices and preparing reports incorporated into Agency financial statements or internal reports. Analysis also includes the auditing of invoices and client entitlements for compliance with generally accepted accounting principles. Responsibilities also include collecting documentation to ensure the processing of Agency payments. The Account Clerk maintains sufficient knowledge of assigned duties in order to facilitate communication with co-workers, vendors, clients and other governmental agencies.

Advantages of Working at Franklin County Children Services:

- Health care benefits - medical/dental/vision/RX/mental health/EAP
- Life insurance plans
- Ten paid holidays, five personal days and two weeks' vacation after your first year!
- We contribute 8.5% of your OPERS contribution.
- Tuition reimbursement
- College loan repayment and Perkins Loan deferment/pay-off
- Longevity pay/length of service pay
- Opportunities for advancement!

Qualifications:

- The ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus two courses in high school accounting or two college courses in accounting for bookkeepers, and six months of experience as an Account Clerk 1 or 2 or in a comparable position performing like duties (or 12 months experience as bookkeeper).
- All positions are subject to a criminal background, fingerprinting, employment verification, and motor vehicle report check.

How Do I Apply?

Please send resume and cover letter to fccshr@fcs.us.

You can view a complete position description and get additional details about openings on our website at <http://childrenservices.franklincountyohio.gov/about/employment.cfm>